

(CONTRACTING OFFICE LETTERHEAD)

(Office Symbol)

(Date)

MEMORANDUM FOR HQ USFK (FKAQ), Unit #15237, APO AP 96205-5237

SUBJECT: Post-Award Coordination for Contract (Contract Number)

1. Reference USFK Regulation 700-19 and our previous correspondence dated (date), requesting SOFA Designation.

2. The solicitation in paragraph 3a below was awarded to (Contractor's Name) on (Date). Request you immediately designate the contract/contractor for SOFA status.

3. The following information is provided:

- a. (Solicitation Number)
- b. (Contract Number)
- c. (Contractor name and address)
- d. (Expiration date of the contract, including all option years)
- e. (Effective date of contract)
- f. Contractor personnel information:

- (1) (Name of contractor employee(s))
- (2) (Position title(s))
- (3) (Social Security Number(s))
- (4) (Passport Number(s))
- (5) (Citizenship)
- (6) (Names, Social Security Numbers, passport number, citizenship, and relationship of dependents who will accompany employee to the ROK)

g. (Name, address, and phone number of Administrative Contracting Officer (ACO))

4. Provide a copy of contract including a signature page, PWS/SOW, Section F delivery schedule or the contract period of performance info, and USFK SOFA clauses.

SIGNATURE BLOCK  
(CONTRACTING OFFICER)

CF: Sponsoring Agency in USFK